



Children's Services Act For Youth & Families

Ellen Patterson, Chair
Family Assessment and
Planning Team

Brian Maceyak, Chair
Community Policy and
Management Team

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TO: Community Policy and Management Team Members & Others
(Distribution listing on page two)

FROM: Anita Brown, Secretary to CPMT

SUBJECT: CPMT Meeting Agenda for December 21, 2022

DATE: January 18, 2023

The CPMT will meet on **Wednesday, January 18, 2023** at 3:30 PM in conference room 1 of the Manassas Regional Airport at 10600 Harry J. Parrish Boulevard.

1. Welcome/Introduction of New Members (as applicable)
2. Minutes from November 16, 2022 meeting (e-mailed to team members on 01/11/23)
3. Fiscal/Statistical Reports
4. Consent Agenda(s): January 18, 2023
(Closed Session when necessary)
5. Discussion Item(s)
 - a. Quality Improvement Plan Update:
 1. CSA Coordinator
 - b. Update to Policies and Procedures
 - c. Parental Co-pays
6. OCS/ Legislative/Provider Community News
7. Miscellaneous
8. Next Scheduled Meeting – 02/15/23



COMMUNITY POLICY AND MANAGEMENT TEAM
Children's Services Act
January 18, 2023 Meeting Minutes

Members present: LaTanya Buckhalter, Lorri Jackson, Kimberly Keller, Nicole Kirven, Brian Maceyak, Tanya Odell, Councilmember Ralph Smith, and Linda Woods

Others present: Anita Brown, CPMT Secretary

Meeting called to order at 3:34 p.m. by Chair, Brian Maceyak.

Quorum present

1. Welcome and introductions: Welcome and introductions. Welcome to the appointed City Council representative to CPMT, Councilmember Ralph Smith.

2. Minutes from November 16, 2022, reviewed and motion to approve the minutes as presented by T. Odell, second, L. Woods. Motion passed without opposition.

3. Fiscal/Statistical Reporting

FY23 (attachment a pg. 1)

State allocation for FY23 is \$1,078,890 and the city allocation is the same as in previous years at \$1,462,500. As of 1/10/23, expenditures were \$647,717.96 leaving a fund balance of \$431,172.04 for the state and \$814,782.04 for the City. Obligated funds are \$1,090,088.62 leaving a fund balance of -\$650,490.11 for the state and -\$266,880.11 for the City. If needed a supplemental request for additional funds will be made to the state. The supplemental request can only be made when most of the funds have been expended. It is hoped that The City Manager has been kept apprised of the potential additional funding request.

· Local Pool Fund Match Rate reflected in the second section.

· Mid-section reflects the number of youths being served by agency, expenditures through 1/10/23 and obligated funds for FY23.

· Final section normally would reflect the CSA Medicaid Target for FY23 as of 11/2022.

4. Consent agenda

CPMT members received the Consent Agenda(s) before today's meeting for their review and preparation for voting. Supporting documentation has been included with the Consent Agendas.

There were no items singled out for discussion and a closed session was not needed to discuss the Consent agenda items. Motion to approve the consent agenda dated January 18, 2023, as presented by R. Smith, second T. Odell. Motion passed without opposition. Brian Maceyak, Chair, signed, signifying final approval of funded services.

5. Discussion items:

a. Quality Improvement Plan update:

- With the appointment of the Parent Rep to CPMT, the team is in total compliance with the QI Plan. CPMT was informed that the position of CSA Coordinator for the City is vacant and currently being advertised.

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b. Update to Policies and Procedures & Bylaws – Work continues on the By-laws, policy and procedures by the City Attorney. There are a few changes that the City Attorney would like to be incorporated and once those changes complete, it will be brought for CPMT review.

c. Parental Co-pays:

Parental Co-pays for consideration:

There were no parental co-pays for consideration

5. OCS /Legislative/Provider Community News:

OCS- To maintain the required standards for information technology and data system security, three applications will now utilize multi-factor (OKTA) authentication. The applications are:

Local Government Reporting

CANVaS 2.0

Account Management System

Any Non-COV agency employee will be required to complete a one-time registration process before using the system on January 6, 2023.

7. Miscellaneous

- a. The CSA Symposium is scheduled for March 15, 2023, to be held at the NOVA campus.
- b. The city clerk, Lee Ann Henderson, has sent out 2022 conflict of interest forms. If you have not already completed one. Ms. Henderson sent it out on 1/3/23 to those who needed to complete. It is due by 2/1/23.
- c. The PWC Court Service Unit will be conducting a Black History celebration at the Ferlazzo bldg. on February 28th. Doors open on at 6:00 pm, with presentations beginning at 6:30 pm.

6. Motion to adjourn @4:01 pm by K. Keller, second by T. Odell, Motion passed without opposition.

8. **The next scheduled meeting** of the CPMT is on February 15, 2023 @ 3:30 p.m. Meetings will continue to be at the Manassas City Airport in the first-floor conference room.

Respectfully submitted,

A. R. Brown, Secretary

COMMUNITY POLICY AND MANAGEMENT TEAM

FISCAL YEAR 2023	STATE	CITY
CSA ALLOCATION	\$1,078,890.00	\$1,462,500.00
Expenditure thru 01/10/2023	\$647,717.96	\$647,717.96
Balance	\$431,172.04	\$814,782.04
Parental Co-Payments/Refunds	\$8,426.47	\$8,426.47
Fund Balance	\$439,598.51	\$823,208.51
Obligated Funds	\$1,090,088.62	\$1,090,088.62
Fund Balance	-\$650,490.11	-\$266,880.11

Local Pool Fund Match Rate	58.32%	41.68%
FY23 Total Base Allocation	\$647,717.96	\$1,078,890.00
FY23 State Base Allocation	\$377,749.11	\$629,253.00
FY23 Local Base Allocation	\$449,637.00	\$269,968.85

	Fiscal Year 2023		
	# of Children Served	Expenditures thru 01/10/23	Obligated Funds thru 01/10/23
CITY OF MANASSAS PUBLIC SCHOOLS	10	\$238,258.52	\$514,662.15
DEPARTMENT OF SOCIAL SERVICES	17	\$289,584.99	\$479,880.72
COURT SERVICES UNIT	1	\$12,533.00	\$906.00
COMMUNITY SERVICE BOARD	5	\$107,341.45	\$94,639.75
TOTALS	33	\$647,717.96	\$1,090,088.62

Medicaid Adjustments Fiscal Year 2023				
	TFC	Regular	TFC-EXT & FAMIS	Totals
Medicaid Payments to Providers thru 11/2022	\$10,219.27	\$115,828.86	\$0.00	\$126,048.13
Federal Share	\$5,780.99	\$65,250.92	\$0.00	\$71,031.91
State Share	\$2,588.42	\$24,226.84	\$0.00	\$26,815.26
Locality Share	\$1,849.86	\$26,351.11	\$0.00	\$28,200.97

Attach A